

DISPATCH NO. [REDACTED]  
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4 February 1957

TO : [REDACTED]  
FROM : [REDACTED]  
SUBJ: General - Administrative/Personnel

Specific - Miscellaneous Administrative Matters

In the interests of expediency it is requested that the following items of business be considered, so that [REDACTED] may have answers to carry back with him.

1. [REDACTED] fires about 25 Report of Training Progress forms which [REDACTED] utilizes. In addition he requests word on the progress of [REDACTED] clearances on some of his complement. He suggests that either [REDACTED] should be able to provide answers on this latter item.

2. Would it be possible to obtain the correct AFSC designators for all appropriate personnel in [REDACTED]. Along the same lines could you provide an up to date accounting (as of 26 January 1957) of annual and sick leave for all KUBARK employees? This latter request is made so as to engender greater efficiency in [REDACTED] personnel control and eliminate the necessity for utilizing cable traffic for queries on such matters. [REDACTED] would also appreciate a good briefing regarding Time & Attendance matters, specifically Project policy regarding O/T and S/L or A/L being recorded for the same work week.

3. A request is being made for Headquarters' action regarding the GHA, Life and Health applications which have been submitted through [REDACTED]. It is somewhat disconcerting to the applicants not to have heard something within a period of almost two months, and still be required to pay premiums. Also could a survey be instituted by Headquarters to determine the current status of Life and Health payroll deductions for [REDACTED] and [REDACTED].

4. We have a requirement for several forms and other miscellanea:

(a) All Forms necessary for reporting injuries under the Federal Employees Liability Act.

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(b) Form 51-26A - Dispatch Forms - 1 Ream.

(c) Sanitized Bond for dispatches - 1 Ream.

(Both (b) and (c) previously requested but no record of receipt).

(d) Form 475 (33-2) which though received (50) by [ ] is being held intact for overseas shipments. One tablet could be utilized by [ ] Finance in support of processing team.

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(e) Forms necessary for instituting automatic payroll deductions for Health and Life premiums for those who had policies and were paying monthly by check, or in the absence of forms, instructions as to procedures for accomplishing the same.

(f) Appendix 1 to the new PHS, approximately 50 are requested for [ ]

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(g) Form 108, Security check sheets - one package should be sufficient for a start.

5. So as to facilitate administrative procedures and incidentally in keeping with cover and also in view of expected overseas location of [ ] have requirement for several [ ] items. Local procurement attempts have not always been too successful by virtue of accountability required of [ ] establishments.

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(a) 10-1, [ ] Correspondence Manual.

(b) 36-1, Officer's AFSC Designators.

(c) 173-10, Currency Restrictions. (Required under [ ] MOEPLAN).

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(d) 173-20, [ ] Finance Manual. (Not essential but would be most helpful).

6. There are several miscellaneous items relative to personnel administration, which are, to a minor degree, somewhat pestiferous; to wit:

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(a) Three [ ] are still on Vouchered Funds. Will the Processing Team convert them, and if affirmative, can they at that time have life insurance, hospitalization and credit union allotments applications processed?

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(b) Some of the individuals at [redacted] have questions regarding the DC income tax. Some have not filed Form D-4A (DC Non-Residence Certificate). Is this mandatory for all? If so, we will need some copies as well as those for residents of DC. Incidentally, could we also have some DC Income Tax Forms, since it is assumed that legally all those PCS to Washington will have to file.

(c) We still do not have a copy of the Memorandum of Understanding which Project Finance Officer initiated.

(d) All contractor personnel now have filed copies of physical examinations, however the [redacted] employees claim they are not required to do this by virtue of their indirect contract relation with KUBARK. Please clarify.

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(e) We will have Police Clearances on everyone but KUBARK, [redacted] personnel and [redacted]

(f) 1040 ES Forms received from Headquarters. An attempt is being made to obtain Forms 1040, 1040A and instruction booklets locally in [redacted] through [redacted]. You may cancel our requisition to you on this item. Believe this to be [redacted] requisition 11-27-2289.

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(g) Could Headquarters supply a complete list of actual GS ratings, and GS equivalents as appropriate? We have an old incomplete list.

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